

MEMORANDUM

DATE: November 22, 2011

TO: PARKS AND RECREATION COMMISSION

FROM: Raymond Santostefano, Director of Parks & Recreation

RE: The monthly Parks and Recreation Commission meeting, will be held on **Thursday, December 1, 2011 at 7:00 p.m.** at the Recreation Office, located at 100 Riverview Center, Suite 140.

AGENDA:

Call Meeting to Order:

Public Hearing:

Approval of the Minutes:

- November 3, 2011

Department Reports:

- Correspondence:
- Miscellaneous

OLD BUSINESS:

- None

NEW BUSINESS:

- Hubbard Park Lease Renewal
- Elect a Parks and Recreation Commission Chairperson
- Schedule Parks and Recreation Commission Meetings (January through January)

MISCELLANEOUS:

ADJOURNMENT:

Riverview Center is Wheelchair Accessible.

*If you require special accommodations for any meeting, please call the ADA Coordinator at (860)-344-3491, (voice) or (860) 344-3521 (TDD/TTY), or the Town Clerks Office at (860) 344-3459 at least ten (10) days prior to the scheduled meeting.

Cc: Mayor Daniel Drew
Linda DeSena